



PROCEDURES

Policy No.	C.1.4
Title	Assignment of Credits to Courses
Approving Jurisdiction	Education Council
Policy Sponsor	Vice-President Academic, Students and Research
Last Revised/Replaces	May 25, 2006
Effective Date	February 9, 2016
Signed by	Chair, Education council

DEFINITIONS

Course Credit: A unit that gives weighting to the value, level or time requirements of a course taken at an educational institution.

Course: A series of learning opportunities within a specific subject area to which a final grade is assigned.

Instruction type: The teaching-learning approach and/or the place where the learning takes place.

- **Classroom Instruction**: Instructors work directly and continuously with groups of students using seminars, lectures, team teaching and/or on-line learning.
- **Practicum**: Learning experiences in an actual work setting. Student performance is either directly supervised by an instructor or by a workplace supervisor. The practicum environment facilitates the application of classroom-related and lab-related instruction.
- **Simulation**: Instructors and instructional support staff work directly with students in labs, shops, studios, kitchens and/or using computer-based training. The simulation environment facilitates the accomplishment of program-defined goals related to proficiency development in problem-solving and/or manipulating objects and materials.
- **Individual Learning: Learning is self-paced**. Instructors plan and monitor each student's progress within a class, teach mainly on an individual basis and provide guidance and program adjustments as necessary.

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1. The following table outlines the College's recognition of credit for various instruction types:

Classroom instruction (e.g. seminars, lectures, team teaching and/or on-line learning) – non Degree – Degree	20 hours = 1 credit 15 hours = 1 credit
Practicum (actual work experience)	30 hours = 1 credit
Simulation (e.g. labs, shops, studios, kitchens and/or computer-based training)	25 hours = 1 credit
Individual Learning (self-paced)	30 hours = 1 credit

2. The Department Leader, in consultation with their Dean, Institutional Research and the Office of the Registrar, will recommend credit assignment according to the above table, and include these credit values when developing a course outline(s) and/or a Program Content Guide (PCG).
3. Course outlines and/or PCGs will be reviewed and approved by Education Council during the curriculum development process.
4. Course outlines must explicitly state the number of hours of each instruction type used during the course.
5. A variation to the credit structure of a program may be requested by the Dean of the program area. Such a request will be made in writing to the Education Council citing rationale such as articulation, affiliation requirements, accreditation requirements, and specific program credit standards or combining two types of instruction on an ongoing basis.
6. Courses will not be assigned credit lower than one (1.0) i.e. no 0.5 credit. Course credit may be assigned full or half credit above 1.0, e.g. 1.5, 2.0, 2.5, etc... .

RELATED POLICY

Refer to Assignment of Credits to Courses Policy C.1.4